

Members present: Buhrmaster, Oriola, Lanotte, Mauro,  
Members absent Gordon, Laurilliard, Winchester

Administrators Present: Salvaggio, Bourgeois  
Administrators Absent: Shea, Grastorf

**I. Welcome -**

President Oriola called the Special Meeting of the Niskayuna Board of Education to order at 8:23 a.m.

**Welcome**

**II. Personnel**

Mrs. Mauro moved that the Board of Education, upon the recommendation of the Superintendent of Schools, appoint Marna Meltzer to a three-year probationary position as Assistant Principal of Niskayuna High School effective August 30, 2013 as per (attached) ASM II A. Mrs. Lanotte seconded. Motion carried 4-0.

**Personnel**

Appointment of High School Assistant Principal - Meltzer

**III. Other**

**IV.** There being no further business, Mrs. Mauro moved to adjourn the meeting at 8:29 a.m. Mrs. Lanotte seconded. Motion carried 4-0.

**Adjourn**

To: Board of Education

From: Susan Kay Salvaggio  
Superintendent of Schools

Re: Appointment of Assistant Principal for Niskayuna High School

Recommended Motion: Move that, the Board of Education, upon the recommendation of the Superintendent of Schools, appoint Marna Meltzer to a three-year probationary position as Assistant Principal of Niskayuna High School effective August 30, 2013, at an initial salary of \$89,000. Ms. Meltzer's appointment is in the tenure area of Assistant Principal, Niskayuna High School and will begin no later than September 30, 2013. Tenure date, based upon satisfactory completion of the probationary period, will be on or about October 1, 2016 (tenure date to be adjusted dependent on actual start date).

Background: Marna Meltzer has served the Bethlehem School District for the past six years as an administrative dean. In her assignment as a dean, she was responsible for the discipline of approximately 800 students in grades 10, 11, and 12.

In addition to the maintenance of school-wide disciplinary data, Ms. Meltzer assumed a leadership role in restructuring and redesigning the Bethlehem system of student academic and behavioral interventions. She served as the building DASA coordinator and made significant contributions to the improvement of the high school climate by developing and implementing bullying and harassment reporting protocol, organizing Rachel's Challenge assemblies, coordinating spirit week, and implementing a Tobacco Free Schools Initiative.

Ms. Meltzer successfully completed a full revision of the Bethlehem High School student and faculty handbooks. She researched and authored staff and student acceptable use policies and an alcohol breath testing policy. At the school level, she served as co-chair to both the Attendance Policy Committee and the Committee on School Dance Policies and Procedures.

Ms. Meltzer is an experienced supervisor and has successfully completed Danielson Lead Evaluator Training. She supervised both teachers and support staff and participated in the development of the master schedule, supervisory schedule, and exam schedule.

Ms. Meltzer's experiences with curriculum and assessment as an administrative dean served to enhance and strengthen the school experience of all students at Bethlehem High School. Data collected on student failures served to inform her development and implementation of an on-site alternative education program for students at-risk of not graduating. Additionally, she was a member of the Curriculum Council, coordinated the

administration of NAEP (National Assessment of Educational Progress) exams, and served as liaison to the University in High School Program.

Prior to becoming a dean in 2006, Ms. Meltzer taught Spanish at Bethlehem High School, from 1994-2006.

Ms. Meltzer's educational preparation, experience as a high school teacher and dean, and her belief in every individual's capacity to attain his/her full potential will serve the students, faculty, and community of Niskayuna well. We look forward to welcoming her to our school community and leadership team.